EXPRESSIONS OF INTEREST

Association Management & Conference Management Services

The Australian Racecourse Managers Association (ARMA) is seeking Expressions of Interest from suitably experienced individuals, independent contractors and businesses to provide ongoing association management and conference management services.

ARMA is the national industry association representing racecourse managers and professionals involved in the management, preparation and maintenance of racing surfaces throughout Australia. The Association plays an important role in supporting its members through professional development, industry collaboration, networking opportunities and the sharing of knowledge and best practices.

A key activity of ARMA is its annual Conference, which brings together racecourse managers, racing authorities, industry suppliers and other stakeholders from Australia, New Zealand and internationally.

The 2026 ARMA Conference, held in Adelaide, was the Association's largest to date, attracting 227 delegates, supported by 41 sponsors and featuring 30 exhibition booths.

Scope of Services

ARMA is seeking a suitably qualified service provider to manage the day-to-day operations of the Association and coordinate the planning and delivery of its annual Conference.

Responsibilities are expected to include:

Association Management

- General administration and day-to-day operations of the Association.
- Support for the ARMA Committee, including meeting coordination, agendas, minutes and correspondence.
- Financial budgeting and reporting in conjunction with the Committee.
- Maintaining relationships with members, racing organisations and industry stakeholders.

Conference & Event Management

- Planning, coordination and delivery of the annual ARMA Conference, Trade Exhibition and Awards Dinner.
- Venue and supplier liaison, contract negotiations and event logistics.
- Delegate registrations, accommodation arrangements and event communications.
- Coordination of speakers, presentations, industry visits and networking functions.
- Development and management of conference budgets.
- Coordination of sponsorship and exhibition arrangements.

Marketing & Communications

- Management and updating of the ARMA website.
- Preparation and distribution of member communications and industry announcements.
- Management of ARMA's social media presence.
- Development of conference promotional materials, brochures and other communications.

About the Opportunity

This opportunity is offered on an independent contractor / service provider basis, rather than as an employed position.

ARMA welcomes submissions from experienced individuals, sole traders, event management businesses and association management companies.

The successful applicant will work closely with the ARMA Committee and will be expected to operate independently, demonstrating strong organisational, communication, relationship management and financial management skills.

Experience within the racing industry would be advantageous but is not essential. Previous experience in association management, sponsorship management and the delivery of conferences or industry events will be highly regarded.

The role is to be undertaken remotely as ARMA does not have an office, with online attendance required at Committee meeting. Physical attendance at the annual Conference is essential.

Submission Requirements

Interested parties are invited to submit a brief proposal outlining:

1. Relevant experience and qualifications, including examples of comparable associations or events managed.
2. Proposed approach to delivering the services outlined above.
3. Available resources and capacity to manage the Association's ongoing requirements.
4. Proposed fee structure, including ongoing management and annual conference delivery.
5. Details of relevant referees or previous clients.

Commencement

ARMA is seeking to appoint a service provider to ensure continuity of operations by 1 January 2026 (or earlier).

Preparations for the 2027 ARMA Conference, scheduled for 18–21 August 2027 in Perth, Western Australia are well progressed.

A handover period with the outgoing service provider will be provided, with commencement arrangements to be negotiated.

Expressions of Interest

Expressions of Interest should be submitted by **5pm Monday 9 November 2026** to:

Liam Smith
Australian Racecourse Managers Association
Email: events@racecoursemanagers.com.au

For further information or a confidential discussion regarding the opportunity, please contact Liam Smith on 0412 711 387.

ARMA reserves the right to seek further information from applicants, shortlist suitable providers and negotiate the final scope and terms of engagement.